

VACANCY NOTICE

CS-376

REV(11/01)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: Vocational Rehabilitation Counselor I	CLASSIFICATION CODE: 02843600
	SALARY RANGE: A24 \$37181-43258	REFERENCE POSITION NO.: 1238-10000-834
	Department of Human Services Management Services	APPLICATION PERIOD: 5/8/06 - 5/12/06
	Division/Section/Unit Rehabilitation Svs.	GRACE PERIOD ENDS 5/17/2006
	Assignment(s) / Comments	
	Shift and Days: Monday - Friday 8:30 - 4:00	Job Location: 40 Fountain St., Providence
	Restrictions/Limitations: LTPS Until 11/11/06	
	Position Covered By Collective Bargaining Union Agreement Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
	Name of Bargaining Unit Union: RIASSE Local 580	
	There is* <input type="checkbox"/> is not <input checked="" type="checkbox"/> a Civil Service List for this position See A/B or Both for Specific Instructions	
* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.		
General Information to Candidate	INSTRUCTIONS:	
	A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.	
	Most Important - Please include the following information:	
	• The title of the position for which you are applying	• Name of department where you are currently employed
	• Title of your present position and date you entered it	• Your business telephone number
	• Date you entered State service	• Present Union Affiliations
	*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.	
	B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:	
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.	
	C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS	
• Reasonable Accommodations:		
If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.		
• Medical Information:		
Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).		
Statement of Duties	DUTIES / RESPONSIBILITIES:	
	Responsibilities are to provide vocational rehabilitation services leading to employment for individuals with disabilities residing in East Bay area. Specific job functions include: determining eligibility and vocational rehabilitation needs, and assisting individuals with disabilities to reach employment through the provision of vocational rehabilitation counseling, career planning, job placement and retention services, assessing and synthesizing medical, psychological, educational and vocational data, case management, and case recording duties. Specific responsibilities include providing transition services to students attending Mount Hope High School. Also responsible for providing services to East Bay Mental Health Center, East Bay adults referred through intake, Aquidneck Island FIP referrals; and working with the Employer Services Network [ESN] in East Bay; and other related duties as required.	
Minimum Education & Experience	EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:	
	Graduation from a graduate school of recognized standing with a Master's degree in Rehabilitation Counseling; and employment at a level of a Rehabilitation Counselor in a private or public rehabilitation agency.	
Where to Apply	Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to:	
	Ann DeBonis Dept of Human Services/Office of Human Resources 600 New London Avenue Cranston, RI 02920	Telephone #: 401-462-2481 Fax #: 401-462-2041 TTY/TDD #: 401-462-3363 (Telecommunication Device for the Deaf)



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